

[Company Name]
[Department/Human Resources]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Address]
[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Effective Date].

Your position as [Job Title] requires the maintenance of a valid [Type of Clearance, e.g., Secret/Top Secret] security clearance as an essential condition of employment. On [Date], we received official notification from [Issuing Agency] that your security clearance has been revoked.

As you are no longer eligible to access the classified information or secure facilities necessary to perform the duties of your role, and there are no suitable non-cleared positions available at this time, we must proceed with this termination.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to [Final Date] and any accrued [PTO/Vacation time], will be issued on [Date].
- Information regarding your benefit coverage and COBRA eligibility will be sent to you via [Mail/Email] under separate cover.
- You are required to return all company property, including badges, keys, and electronic equipment, by [Date/Time].

Please note that despite the termination of your employment, your legal obligation to protect sensitive or classified information acquired during your tenure remains in effect indefinitely.

If you have questions regarding your final pay or benefits, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title]